

- Printed pictures are preferred and encouraged.
- Media must be compatible with SCC technology.
If we can't access it, residents may not have it.
- No memory chips or cards are allowed.
- CDs, DVDs, VHS videos are allowed.

This is a trial procedure.
If abuses occur or if excessive staff time use results, the procedure is subject to change or elimination.

Process

- Material is mailed to: R&D Supervisor, the SCC "for delivery to resident _____."
- Receipt is noted at R&D and must be charted (date, description, source) in clinical chart.
- CD/cassette/DVD must be permanently marked with resident name (may be done by family or resident – if not, then must be done by staff).
- *The Resident will be notified that media has arrived and that it will be previewed prior to delivery to the resident.*
- **At least one week** should be allowed for processing, prior to delivery to the resident. Media in a language in other than English or Spanish may take longer.
- The R & D Department will first notify the FT. The FT/primary therapist will be offered an opportunity to review the material.
 - If reviewed and approved by the primary therapist, the therapist will notify the R & D Supervisor as to approval/denial and will return the material to R&D. When reviewed by clinical, residential staff do not need to review the material.
 - If **not** reviewed by therapist, the material will be assigned to the residential midnight shift for review.
- If the material is rejected, the resident must be notified and the rejection charted.

Review

SCC staff will use a "reasonableness" community standard.

Criteria for rejection:

- No pictures of victims or un-related persons in the victim profile.
- No nudity. No exposure beyond common expectation for a public place.
- No suggestive poses, postures, gestures.
- No depiction of substance/alcohol **abuse** (judgment call – candles & wine OK).
- No hate-related material (racial, ethnic, sex preference...)
- No aggrandizement of criminality.
- No maps, diagrams of localities, buildings, technical items.
- No apparent attempts to conceal messages.

If the reviewing staff makes a determination that material should be rejected, the reviewing staff will write a memo to the resident's record describing why the material was rejected.

Illegal material will seized and reported to proper authorities.

Use and Retention:

- The resident may not loan the material to any other resident. *Violation will result in the material being confiscated and sent out of the facility and/or other consequences.*
- If kept, the material must be added to *the resident's* property inventory.
- If mailed out, must be noted by R&D, and charted in the resident's record.